

FREQUENTLY ASKED QUESTIONS

Q. When is a notice of commencement needed?

- A. It is required to file a notice of commencement if the job value is more than \$2,500 or, more than \$7,500 for mechanical work (if repair or replacement).

Q. Where is a notice of commencement available?

- A. File for a notice of commencement at the Public Records Center or at the Building Services Division when applying for a permit. The notice of commencement must be signed by the owner of the property and notarized. The Building Services Division can notarize a notice of commencement for a fee of \$1. The notice of commencement form is available at the Building Services Division for a fee of \$1. To notarize a notice of commencement, an applicant needs to have a valid driver's license, passport or state-issued identification card.

Q. Does the County issue permits for municipalities?

- A. Lake County does issue permits for the Town of Montverde. The Zoning clearance must be obtained from the Town of Montverde prior to applying for a permit.



The following offices are important during the process of obtaining a permit.

BUILDING SERVICES DIVISION

315 W. Main St., fifth floor
Tavares, FL 32778
(352) 343-9653

Hours: Mon.-Fri. 8 a.m. to 5 p.m.

ZONING DIVISION

315 W. Main St., fifth floor
Tavares, FL 32778
(352) 343-9641

Hours: Mon.-Fri. 8 a.m. to 5 p.m.

PROPERTY APPRAISER'S OFFICE

317 W. Main St., third floor
Tavares, FL 32778
(352) 343-9748

Hours: Mon.-Fri. 8:30 a.m. to 5 p.m.

LAKE COUNTY CLERK OF COURTS PUBLIC RECORDS CENTER

122 E. Main St.
Tavares, FL 32778
(352) 253-2600
Hours: Mon.-Fri. 8:30 a.m. to 5 p.m.
(stops recording at 4:30 p.m.)



LAKE COUNTY

DEPARTMENT OF
GROWTH MANAGEMENT

315 W. Main St., fifth floor, Suite 523
Tavares, FL 32778
Phone: (352) 343-9653
Fax: (352) 343-9771

www.lakecountyfl.gov
keyword: gm

HOW TO OBTAIN A PERMIT FOR MARINE STRUCTURES



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FREQUENTLY ASKED QUESTIONS

Q. What is needed to apply for a building permit?

A. When obtaining a permit from the Building Services Division the following items are needed:

- **Permit application** must include detailed directions to the job site and value of the job. A copy of the contract can be submitted in place of the job value on the application.
- **A current tax receipt or property record card** must contain the full legal description and current owner's name. A recorded deed may be required to show current ownership.
- **Construction plans** (one set) must be signed and sealed by a Florida registered engineer.
- **Notice of commencement** is required if the value of the job is more than \$2,500.
- **Plot plan** to show lot dimensions, location of all structures, water bodies and distances to property lines. Plans must be drawn to scale. The plot plan must also indicate either (1) a signed notation from both the owner and contractor stating that neither existing or permitted drainage systems shall be altered and that construction improvements shall not adversely impact adjoining property or (2) in the case of alteration or impacts, a professional engineer or landscape architect signature and seal on the plot plan certifying that proposed changes to

existing drainage patterns are in conformance with approved subdivision construction plans and the proposed improvements meet all applicable local and state regulations for the management of storm water runoff. If the lot is not within an approved subdivision construction plan, such as being within a lot split or historical subdivision without approved plans, it shall also state that the proposed drainage or earthwork changes will meet code and do not adversely affect adjacent, upstream or downstream properties.

- **Zoning clearance** obtained from the Zoning Division. If the project is located in the boundaries of a municipality that Lake County issues permits for, one will need to be obtained from the municipality.

Q. What additional information is required for a dock permit?

A. For a dock permit, the following information is required in addition to the information listed on the first page of this brochure:

- Approved site plans with dock location and shape
- Framing layout with dock dimension and material specified
- Typical section with connector, nail and bolt sizes and number
- Piling size, penetration and type of treatment
- Plans engineered signed and sealed (one set)
- List of all structural elements to be used including Florida Product Approval numbers

Q. What additional information is required for a seawalls permit?

A. For a seawalls permit, the following information is required in addition to the information listed on the first page of this brochure:

- Approved site plan with seawall location and length
- Typical section with piling size, penetration, exposure height and cap type
- Seawall material specified
- Type of deadmen (size, material) and location.
- Length and material of tie back rods, spacing
- Depth below grade that deadmen are buried
- Engineer signed and sealed plans (two sets)



Q. What additional information is required for a boathouse permit?

A. For a boathouse permit, the following information is required in addition to the information listed on the first page of this brochure:

- Electrical permit and details
- Typical section with material specified
- Roof framing or trusses indicated
- Roof framing connectors and nailing schedule
- Roof covering (metal, wood, etc.) with nail or screw pattern
- Beam sizes and connectors
- Boatlift located with maximum design capacity provided
- Plans engineered signed and sealed (one set)
- List of all structural elements to be used including Florida Product Approval numbers

Q. What if the job includes electrical work?

A. If there is electric, an electrician will need to be named on the application. In addition, the electrician will need to be licensed and registered with Lake County.

